

Figure 1

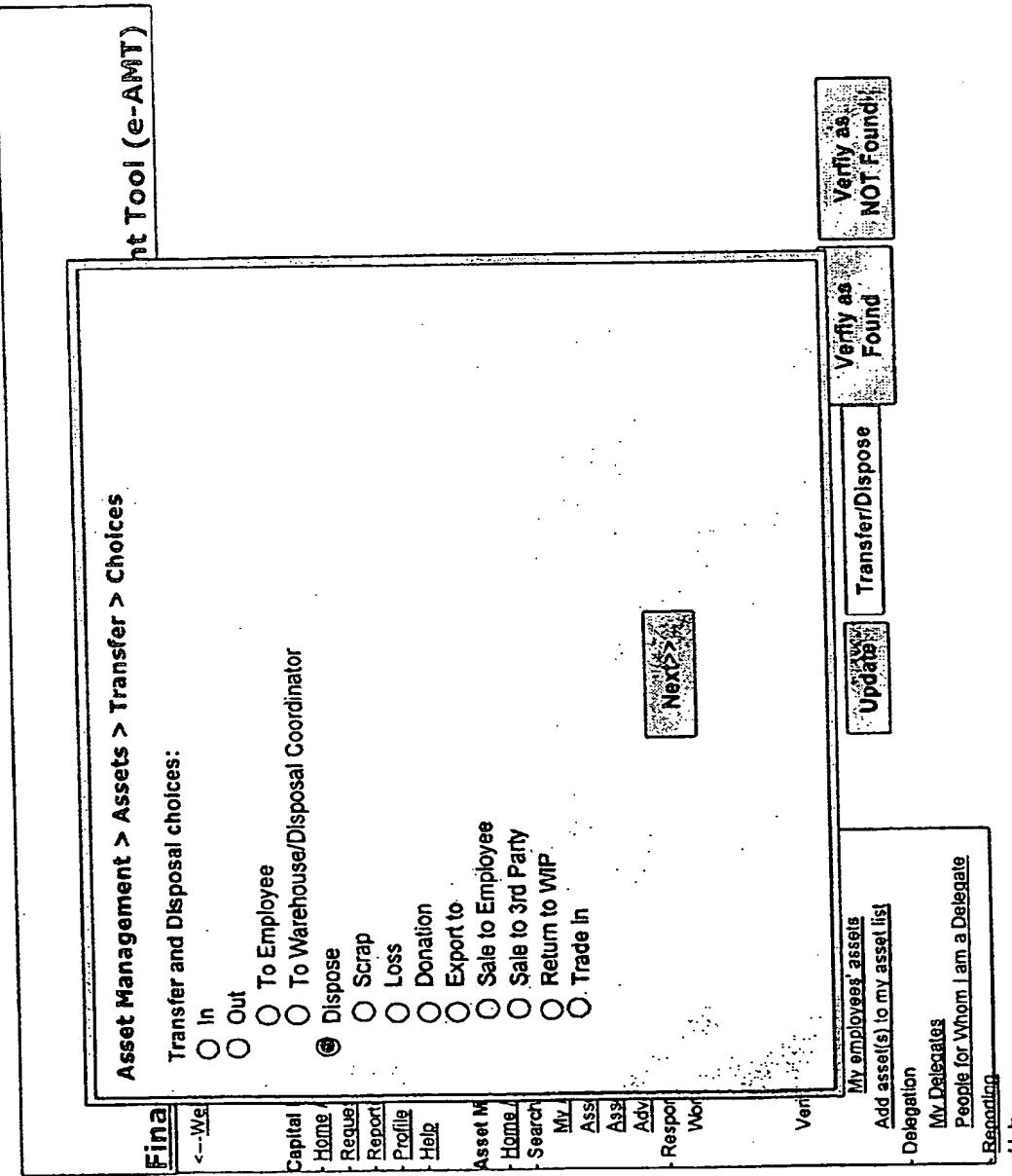


Fig. 2

### Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

Asset Management > Assets > Dispose > Donation

\* Required Fields

Machine Type	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
• Serial #	xXXXXXXX	XXXXXXXX	XXXXXXXX	<input checked="" type="checkbox"/>
xxxx-xxxxxx				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Provide justification for disposal. The justification provided applies to all assets identified in the listing above

Assets on Schedule

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegator

Me as Originator

Verify assets in inventory

My assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a Record

Help

Screen: Donation

Fig. 3

## Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

**e-AMT**

Capital Requests and Track

Home / News

Requests

Reporting

Profile

Help

Asset Management

Home / News

Search Assets

My Assets

Assets for which I am a Delegator

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegator

Me as Originator

Verify assets in Inventory

My assets

My employee's assets

Add asset(s) to my asset

Delegation

My Delegates

People for whom I am a Delegator

Reporting

Help

**Asset Management > Assets > Dispose > Export to**

**\* Required Fields**

Machine Type	Owner	Dept Using	Dept Charged	Hazardous Materials?
- Serial #	xxxxxx	xxxxxxxx	xxxxxxxx	NO
xxxx-xxxxxx	xxxxxx			NO
				NO
				NO

• Export To Country

ICA #

Amount Billed

Case #

• Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Change Fields  Remove Fields

Add Asset  Add Delegation

Add Asset(s) to my asset  Add Delegation

Verify Assets  Verify Delegation

My Assets  My Delegates

My Employee's Assets  People for whom I am a Delegator

Add Asset(s) to my asset  Add Delegation

Delegation  Reporting

Help

Screen: Export to

Fig. 4

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Application

**g-AMT**

**Capital Requests and Tracking**

[Home / News](#)

[Requests](#)

[Reporting](#)

[Profile](#)

[Help](#)

**Asset Management**

[Home / News](#)

[Search Assets](#)

[My Assets](#)

[Assets for which I am a C...](#)

[Assets on Surplus](#)

[Advanced](#)

**Respond to Asset Management**

[Work with asset transfer](#)

[Me as Owner](#)

[Me as Delegate](#)

[Me as Originator](#)

**Verify assets in Inventory**

[My assets](#)

[My employees' assets](#)

[Add asset\(s\) to my asset](#)

[Delegation](#)

[My Delegates](#)

[People for whom I am a](#)

[Reporting](#)

[Help](#)

**Asset Management > Assets > Dispose > Loss**

**\* Required Fields**

Machine Type	Owner	Dept Using	Dept Charged
- Serial #	Serial #	xxxxxxxxxx	xxxxxxxxxx
xxxx-xxxxxx	xxxx-xxxxxx		

\* Was the appropriate security team notified of the loss?

Security Incident Report #

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

## Screen: Loss

5  
Fig.

### Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and Track

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Asset Management

Home / News

Search Assets

My Assets

Assets for which I am a

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegator

Me as Originator

Verify assets in inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for whom I am a Delegator

Reporting

Help

Asset Management > Assets > Dispose > Return to WIP

\* Required Fields

Machine Serial #	Type	Owner Serial #	Dept Using	Dept Charged	* Hazardous Material?
xxxx-xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	NO
					NO
					NO
					NO

If you need assistance regarding these fields,  
please contact your local accounting office.

- WIP Project #
- WIP SubProject #
- WIP Account #

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Screen: Return to WIP

Fig. 6

**Standard Page Banner**

**Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)**

[Web-Enabled Applications](#)

**e-AMT**

**\* Required Fields**

Machine Type	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
xxxx-xxxx	xxxxxx	xxxxxxxx	xxxxxxxx	NO
				NO
				NO

**Asset Management > Assets > Dispose > Sale to Employee**

**\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.**

**Asset Requests and Track**

- Home / News
- Requests
- Reporting
- Profile
- Help

**Asset Management**

- Home / News
- Search Assets
- My Assets
- Assets for which I am a C
- Assets on Surplus
- Advanced

**Respond to Asset Management**

- Work with asset transfer
- Me as Owner
- Me as Delegable
- Me as Originator
- Verify assets in inventory
- My assets
- My employees' assets
- Add asset(s) to my asset

**Delegation**

- My Delegates
- People for whom I am a Dele
- Reporting
- Help

Screen: Sale to Employee

Fig 7

**Standard Page Banner**

**Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)**

**Asset Management > Assets > Dispose > Sale to 3rd Party**

**\* Required Fields**

Machine Type	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
Serial #	xxxxxx	xxxxxx	xxxxxx	NO
xxxx-xxxxxx				NO
				NO
				NO

• Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

**Asset Management**

- Home / News
- Search Assets
- My Assets
- Assets for which I am a [ ]
- Assets on Surplus
- Advanced
- Respond to Asset Management
- Work with asset transfer
- Me as Owner
- Me as Delegate
- Me as Originator
- Verify assets in inventory
- My assets
- My employee's assets
- Add asset(s) to my asset
- Delegation
- My Delegates
- People for whom I am a [ ]
- Reporting
- Help

**<- Web-Enabled Applications**

**e-AMT**

**Capital Requests and Track**

**Capital Requests and Track**

**Home News**

**Requests**

**Reporting**

**Profile**

**Help**

Screen: Sale to 3rd Party

Fig. 8

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

**e-AMT**

Capital Requests and Track

- Home / News

Requests

Reporting

Profile

Help

Asset Management

- Home / News

Search Assets

My Assets

Assets for which I am a D

Assets on Surplus

Advanced

Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegate

Me as Originator

Verify assets in Inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a Delegate

Reporting

Help

**Asset Management > Assets > Dispose > Scrap**

**\* Required Fields**

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?	* Condition
xxxx-xxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO <input checked="" type="checkbox"/>	<input type="checkbox"/>
				NO <input checked="" type="checkbox"/>	<input type="checkbox"/>
				NO <input checked="" type="checkbox"/>	<input type="checkbox"/>

\* All assets identified with Condition "3" must have been advertised for 30 days prior to disposal. Have these assets been advertised for 30 days?

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

**Submit** **<<Cancel** **Reset Fields**

Screen: Scrap

Fig. 9

Standard Page Banner

Finance Portal > Web-Enabled Applications > e-Asset Management Tool (e-AMT)

<--Web-Enabled Applications

**e-AMT**

Capital Requests and Track

- Home / News

- Requests

Reporting

Profile

Help

Asset Management

- Home / News

Search Assets

My Assets

Assets for which I am a D

Assets on Surplus

Advanced

- Respond to Asset Management

Work with asset transfer

Me as Owner

Me as Delegate

Me as Originator

Verify assets in Inventory

My assets

My employees' assets

Add asset(s) to my asset

Delegation

My Delegates

People for Whom I am a Delegate

Reporting

Help

**Asset Management > Assets > Dispose > Trade In**

**\* Required Fields**

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	* Hazardous Materials?
xxxx-xxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO <input checked="" type="checkbox"/>
				NO <input checked="" type="checkbox"/>
				NO <input checked="" type="checkbox"/>

\* WIP Project #

\* WIP SubProject #

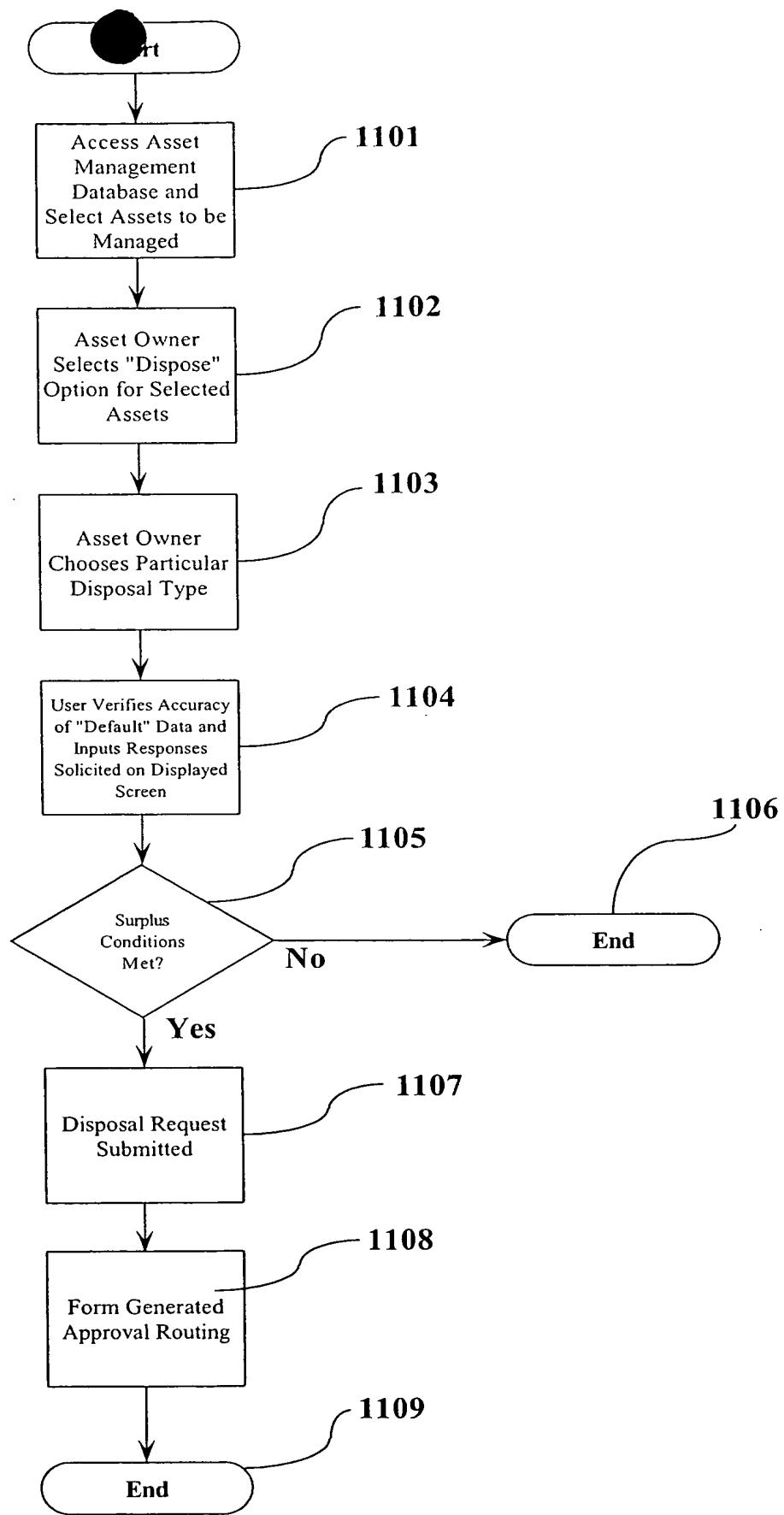
\* WIP Account #

If you need assistance regarding these fields, please contact your local accounting office.

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

**Submit** **<<Cancel** **Reset Fields**

TRADE IN Fig. 10



**FIGURE 11**